



**TULE RIVER ECONOMIC DEVELOPMENT  
CORPORATION**

31071 Hwy 190, Porterville, CA 93257

**JOB POSTING**

**Opening Date:** 02/03/15

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**Closing Date:** Open Until Filled

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If you are interested in this position, please see the following:

- Completed Application
- Proof of AA Degree in Management/Hospitality (*if applicable*)
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Position Title:** Restaurant Manager

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**Department:** Oak Pit

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**Work Schedule:** Varies

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**Wage Rate:** Pay Range 21: \$21.23/Hr./Exempt

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**IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.**



## TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 HWY. 190, Porterville, CA 93257

### Job Description

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**POSITION TITLE:** Restaurant Manager      **WORKSITE:** Oak Pit Restaurant  
615 N. Main St.  
Porterville, CA 93257

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### General Position Description

The Restaurant Manager is responsible for managing the daily operations of the restaurant, including the selection, development and performance management of employees. In addition, they oversee the inventory and ordering of food and supplies, optimize profits and ensure that guests are satisfied with their dining experience.

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### Duties & Responsibilities:

- Staffing and scheduling of departmental personnel.
  - Complete evaluations and corrective action relative to personnel.
  - Develop and maintain budgets to manage food, non-food, and equipment costs.
  - Negotiate Food and Beverage items and prices with vendors.
  - Ensure proper delivery, and or instillation of Food and Beverage supplies and equipment.
  - Maintain a strong focus on safety and sanitation in all areas.
  - Develop in-service training plans to aid the professional development of staff and to address the needs of continuing quality improvement.
  - Coordinate operations of the department with others to maintain a productive working relationship.
  - Oversees security of the kitchen and storerooms with regard to food supplies and equipment.
  - Maintain an accurate inventory of all food, kitchen supplies and equipment.
  - Maintain confidentiality and discretion and protects the assets and information of the company.
  - Held accountable to the highest degree for the accuracy and thoroughness of departmental records and reports.
  - Provides monthly administrative reports to the Tribal Council.
  - Maintain necessary licensing & have experience in the legal selling of Alcohol.
  - Must attend and be certified in all applicable training programs required.
  - Must be able to obtain a **Food Handlers Certificate**. ([www.servsafe.com](http://www.servsafe.com))
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**Qualifications:**

- Must have five (5) years experience in Food and Beverage industry, including three (3) years management/ supervisory experience.
- Minimum of AA in management or hospitality, or cumulative experience and education.
- Must be able to identify strategic issues, prioritize workload and identify and develop effective programs to maximize performance.
- Working knowledge of profit and loss statements.
- Must have excellent customer service relations.
- Must obtain Safe Serve Certification.
- Must do a Live Scan for ABC license.
- Must successfully complete a TB Skin Test.
- Must successfully complete a pre-employment drug screen and background investigation.

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**Physical Demands:**

- While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Must be able to operate in mentally and physically stressful situations.
- Environment is of high humidity with extreme temperatures when in kitchen.
- Must be able to lift and carry up to 50 pounds.
- Must be able to work in a fast paced environment.
- Noise level is low to moderate when in kitchen.
- Must be able to perform all essential duties of the job with or without reasonable accommodation.

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<b>This position reports to:</b>	Tribal Administrator
<b>This position supervises:</b>	All restaurant staff
<b>Salary Range:</b>	Pay Range 21: \$21.23-\$27.09/ Hr. Paid Bi-Weekly/ Exempt
<b>Hours:</b>	Varies
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).**